



Department of Defense DIRECTIVE

NUMBER 5100.81

December 5, 1991

Administrative Reissuance Incorporating through Change 3, July 24, 1997

DA&M

SUBJECT: Department of Defense Support Activities (DSAs)

References: (a) Title 10, United States Code

(b) DoD Directive 5010.38, "Internal Management Control Program,"
April 14, 1987

(c) [DoD Directive 5100.73](#), "Department of Defense Management
Headquarters and Headquarters Support Activities," November 25,
1988

(d) DoD 7110.1-M, "Department of Defense Budget Guidance Manual,"
May, 1990

1. PURPOSE

Under the authority vested in the Secretary of Defense by reference (a), this Directive:

1.1. Establishes DSAs as an organizational category within the Department.

1.2. Prescribes policy and assigns responsibilities under which DSAs shall operate.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

3. DEFINITIONS

3.1. Department of Defense Support Activity (DSA). An organizational entity of the Department of Defense whose primary mission is to perform technical and/or analytical support functions for the OSD. A DSA must satisfy all of the following criteria:

3.1.1. Function under the direction, authority, and control of an OSD Principal Staff Assistant.

3.1.2. Perform technical and/or analytical support functions in specific areas of interest--as distinct from the normal OSD functions of developing policy, managing resources, and evaluating and overseeing programs.

3.1.3. Have a primary organizational mission to perform assigned functions for a designated OSD Principal Staff Assistant(s)--as distinct from organizations whose primary mission is to provide support for all or several DoD Components.

3.1.4. Be organizationally located outside the OSD and within another DoD Component for appropriate organizational, management, or efficiency reasons.

3.1.5. Receive manpower, operational funding, and other administrative support from the DoD Component in which the DSA is located.

3.2. OSD Principal Staff Assistant(s). The Under Secretaries of Defense, the Director of Defense Research and Engineering, the Assistant Secretaries of Defense, the General Counsel of the Department of Defense, the Comptroller of the Department of Defense, the Assistants to the Secretary of Defense, and the OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

4. POLICY

A DSA shall be established in accordance with this Directive when it is the most efficient and effective organizational alternative for accomplishing essential technical and/or analytical support functions for an OSD Principal Staff Assistant, and shall be organized and staffed in a manner that permits the effective accomplishment of assigned responsibilities with a minimum number of personnel. To provide a framework for implementing this policy, the Director of Administration and

Management shall maintain:

- 4.1. A DoD-wide definition and criteria for DSAs.
- 4.2. An approved list of DSAs.
- 4.3. A procedure for establishing, disestablishing, and modifying the organization of a DSA(s).
- 4.4. A common method of accounting for DSA personnel, and for separately and visibly describing DSA support funding and costs within the DoD budget.

5. RESPONSIBILITIES

5.1. The Director of Administration and Management Office of the Secretary of Defense, shall:

5.1.1. Be the DoD approval authority, with concurrence by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) and the C, DoD, for requests from OSD Principal Staff Assistants to establish or disestablish a DSA(s), or to change the mission and functions of an existing DSA. Approval will be subject to funding and manpower availability, along with other relevant factors.

5.1.2. Be the DoD approval authority for requests from an OSD Principal Staff Assistant to increase the overall funding level for DSA(s) under that official's sponsorship. Increases that would add to the overall funding level of the separate DSA budget line in the O&M Defense Agencies Appropriation are subject to fund availability, and shall be addressed through the normal budget process.

5.1.3. Maintain, monitor, and revise, as necessary, the official list of DSAs in enclosure E1.

5.1.4. Conduct periodic reviews to evaluate the continuing requirement for existing DSAs, and to ensure that the DoD Components are accounting for DSAs in accordance with this Directive.

5.2. The Assistant Secretary of Defense (Force Management and Personnel) shall review DSA manpower authorizations and issue guidance to ensure compliance with manpower levels established by the Secretary of Defense or by law.

5.3. The Comptroller of the Department of Defense shall:

5.3.1. Establish a separate DSA budget activity in the O&M Defense Agencies Appropriation.

5.3.2. Review DSA supporting resource data contained in requests from OSD Principal Staff Assistants to establish a DSA(s), and in subsequent DSA budget submissions.

5.3.3. Ensure that all funds required to support a DSA are separately and visibly described and justified in the budget of the DoD Component designated to provide administrative support to that DSA.

5.4. The OSD Principal Staff Assistants shall:

5.4.1. Forward requests for establishing or disestablishing a DSA(s), or for modifying the organization of an existing DSA (if changes to currently approved manpower or funding levels are required), to the Director, Administration and Management (DA&M), OSD for approval. Recommendations for establishing a DSA shall include: assignment of DSA responsibilities, functions, relationships, authorities; identification of funding support and other resources to be allocated; appropriate organizational, management, or efficiency justification for establishing the DSA outside the OSD organizational structure; and designation of the DoD Component that will provide manpower, operational funding, and other administrative support to the DSA.

5.4.2. When approved, establish the DSA in accordance with this Directive, and ensure that the DSA is efficiently organized and staffed.

5.4.3. Exercise authority, direction, and control over the DSA(s) assigned to their respective offices.

5.4.4. Ensure appropriate internal management controls are established for DSAs assigned to their office, in accordance with DoD Directive 5010.38 (reference (b)).

5.4.5. Ensure all personnel assigned to a DSA under their authority are accounted for as OSD Management Headquarters Support personnel, in accordance with DoD Directive 5100.73 (reference (c)).

5.4.6. Be the approval authority for reallocations between personnel and non-personnel funds within a single DSA under their authority, and for reprogramming funds between DSAs under their authority, as long as the overall funding level for those DSAs is not exceeded and no other DoD reprogramming restrictions are in effect. Requests for increases that would add to the overall funding level of the DSAs under their authority shall be referred to the DA&M, OSD for approval, consistent with paragraph 5.1.2., above.

5.4.7. As required, develop a memorandum of understanding (MOU) with the DoD Component designated to provide administrative support to a DSA(s) assigned to their office. MOUs shall comply with this Directive and, as a minimum, include supervisory, policymaking, and operating instructions, and establish required administrative controls.

5.5. The Heads of the DoD Components designated to provide support to a DSA shall:

5.5.1. Provide manpower and operational funding to the assigned DSA(s).

5.5.2. Provide full administrative support to the assigned DSA(s) in accordance with this Directive and any implementing MOU that may be completed with the sponsoring OSD Principal Staff Assistant. In the case of the Defense Logistics Agency, administrative support to the assigned DSAs shall be provided on a reimbursable basis; the necessary additional funding to accommodate this requirement will be included in the appropriate DSA budget.

5.5.3. Account for all personnel assigned to a DSA as OSD Management Headquarters Support personnel, maintain DSA manpower strength data by category of personnel (military and civilian), and report the data, under reference (c), as a separate "OSD DSA" item in the Future Years Defense Program using Defense Planning and Programming Category program element code ending in "98."

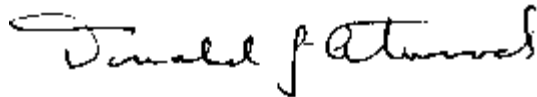
5.5.4. Submit a DoD Management Headquarters Exhibit (PB-22) and a Reconciliation of Increases and Decreases Exhibit (OP-5) which specifically identify the assigned DSA(s) to the C, DoD, in accordance with DoD 7110.1-M (reference (d)).

5.5.5. Ensure all DSA manpower requirements and budget documentation are appropriately coordinated with and approved by the sponsoring OSD Principal Staff Assistant, prior to submission to cognizant OSD officials.

5.5.6. Ensure all funds required to support the DSA are separately and visibly described and justified in the Component budget.

6. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in cursive script, reading "Donald J. Atwood".

Donald J. Atwood
Deputy Secretary of Defense

Enclosures - 1

1. List of Department of Defense Support Activities (DSAs)

E1. ENCLOSURE 1

LIST OF DEPARTMENT OF DEFENSE SUPPORT ACTIVITIES (DSAs)

| <u>DoD Support Activity</u> | <u>OSD Sponsor (OSD Principal Staff Assistant)</u> | <u>DoD Component Responsible for Administrative Support</u> |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1. <i>C4I Integration Support Activity (CISA)</i> | <i>Assistant Secretary of Defense (Command, Control, Communications & Intelligence)</i> | <i>Defense Intelligence Agency/Defense Information Systems Agency</i> |
| 2. <i>Plans & Program Analysis Support Center (PPASC)</i> | <i>Director of Program Analysis & Evaluation</i> | <i>Defense Information Systems Agency</i> |